



STATE GAMING CONTROL BOARD ENFORCEMENT DIVISION EMPLOYEE REGISTRATION UNIT

GAMING EMPLOYEE REGISTRATION PROGRAM HANDBOOK

STATE GAMING CONTROL BOARD
ENFORCEMENT DIVISION
555 E WASHINGTON AVENUE, SUITE 2600,
LAS VEGAS, NEVADA 89101

Revised April 1, 2004
Debie West, Registration Manager

Table of Contents

INTRODUCTION	1
LICENSEE RESPONSIBILITIES.....	2
SUBMISSION OF GAMING EMPLOYEE APPLICATION PACKETS	2
HIRE REPORTS.....	2
TERMINATION REPORTS	2
TERMINATION OF EMPLOYEES WITH GAMING CONTROL BOARD SYSTEM OF RECORDS USER ACCOUNTS	2
GAMING EMPLOYEE PHOTOGRAPHS	2
DEADLINES	3
FORMS & INSTRUCTIONS.....	4
GAMING EMPLOYEE REGISTRATION APPLICATION	6
GAMING EMPLOYEE REGISTRATION APPLICATION INSTRUCTIONS.....	7
GAMING EMPLOYEE QUESTIONNAIRE.....	11
GAMING EMPLOYEE QUESTIONNAIRE INSTRUCTIONS	12
GAMING EMPLOYEE REGISTRATION APPLICATION – ADDITIONAL INFORMATION SHEET ...	13
GAMING EMPLOYEE REGISTRATION APPLICATION ADDITIONAL INFORMATION SHEET INSTRUCTIONS.....	14
CHILD SUPPORT COMPLIANCE STATEMENT	16
CHILD SUPPORT COMPLIANCE STATEMENT INSTRUCTIONS.....	17
EMPLOYEE REGISTRATION FINGERPRINT RECEIPT.....	18
EMPLOYEE REGISTRATION FINGERPRINT RECEIPT INSTRUCTIONS	19
CHANGE OF EMPLOYMENT LOCATION/ADDITIONAL GAMING EMPLOYMENT NOTICE	20
CHANGE OF EMPLOYMENT LOCATION/ADDITIONAL GAMING EMPLOYMENT NOTICE INSTRUCTIONS.....	21
STATE GAMING CONTROL BOARD GAMING EMPLOYEE REGISTRATON	24
REGISTRATION PACKET CHECKLIST AND FORMS FOR RETURNING REGISTRATION PACKETS AND CHANGE NOTICES	25
STATE GAMING CONTROL BOARD GAMING EMPLOYEE REGISTRATION PACKET CHECKLIST	26
STATE GAMING CONTROL BOARD GAMING EMPLOYEE REGISTRATION RETURN PACKET CHECKLIST	27
ACCESSING THE GAMING CONTROL BOARD COMPUTER SYSTEM OF RECORDS.....	28
HOW TO ACCESS THE GAMING CONTROL BOARD COMPUTER SYSTEM	28
<i>User Names & Passwords</i>	<i>28</i>
LICENSEE REPRESENTATIVE REGISTRATION.....	29
RESPONSES FROM THE GAMING CONTROL BOARD COMPUTER SYSTEM.....	36
<i>Registered (with expiration date).....</i>	<i>36</i>
<i>Registered – expired</i>	<i>36</i>
<i>No Record</i>	<i>36</i>
<i>Object.....</i>	<i>36</i>

<i>Suspended</i>	36
<i>Revoked</i>	36
<i>Denied Applicant</i>	36
CONTACTS	37
STATUTES & REGULATIONS	38
NRS 463.0157 “GAMING EMPLOYEE” DEFINED	38
NRS 463.335	39
REGULATION 5	50
FREQUENTLY ASKED QUESTIONS	55

INTRODUCTION

The ability to work in the gaming industry in the state of Nevada is a privilege. In the 2001 legislative session, the State Gaming Control Board was mandated to develop a program to assume the task of issuing gaming work permits. In July 2003, the Nevada State Legislature enacted new legislation radically changing the “work permit” program, as it applies to gaming employees in Nevada. Changes to NRS 463.335 essentially eliminated the work permit program previously administered by local law enforcement agencies. It has been replaced with the new “Gaming Employee Registration Program” and will be administered by the Gaming Control Board statewide. The changes are far reaching and place additional responsibilities on non-restricted gaming licensees and the Gaming Control Board. Licensees will be required to submit completed application for registration packets to the Employee Registration Unit of the Gaming Control Board effective January 1, 2004.

The objective of this handbook is to provide the user with the information necessary to register a gaming employee with the State Gaming Control Board. It is the hope of the Employee Registration Unit and the Background Investigations Unit that you will find this handbook useful.

LICENSEE RESPONSIBILITIES

Submission Of Gaming Employee Application Packets

It is the responsibility of the licensee to forward completed application packets to the Gaming Control Board Employee Registration Unit within five (5) days of receipt. Each individual application packet should be in a sealed envelope per Regulation 5.105(4)(d); only one packet per envelope. Several individual packets may be combined into one large delivery/mailing envelope.

Hire Reports

Pursuant to Regulation 5.105(11), on or before the 15th of each month, licensees are required to submit a report to the Gaming Control Board containing the name, social security number, position held, and date of hire of each gaming employee hired during the previous month.

Termination Reports

Pursuant to Regulation 5.105(12), on or before the 15th of the month after a calendar quarter, licensees are required to submit a report to the Gaming Control Board containing the name, social security number, position held, and date of termination of each gaming employee terminated or separated from service within the previous quarter.

Termination Of Employees With Gaming Control Board System Of Records User Accounts

It is the responsibility of the licensee to immediately notify the Gaming Control Board Employee Registration Unit of the termination or separation from service of any employee who has access to the Gaming Control Board System of Records. Notification must be made in writing.

Gaming Employee Photographs

Pursuant to Regulation 5.105(13), licensees are required to maintain a photograph of each gaming employee. Photographs must be maintained for the duration of employment and five years after termination or separation. The Gaming Control Board prefers digital photographs. However, 35mm or Polaroid is acceptable. The photograph must be clear enough to be able to identify the individual and should be from the middle of the chest to the top of the head. Photographs must be available for review upon request by the Board.

DEADLINES

The following is a list of the pertinent deadlines for the Employee Registration Program:

1. **Gaming Employee Registration Packets**: Five (5) business days after receipt by the licensee;
2. **Change of Employment Location/Additional Gaming Employment Notice**: 10 calendar days;
3. **Registration/Renewal**: Expires five (5) years from date of registration;
4. **Current Active Gaming Work Cards**: Expiration of current active gaming work card or birth date 2005 if current gaming card does not have an expiration date;
5. **Board Review of Application**: 120 days from receipt of a complete registration packet or Change of Employment Location Notice.

FORMS & INSTRUCTIONS

The following pages include the forms necessary and acceptable by the State Gaming Control Board for registering an employee. Most of these forms are available on the Gaming Control Board Website at www.gaming.nv.gov

These forms are:

- ☆ Gaming Employee Registration Application – This form is to be used for registering an individual new to Gaming, an individual renewing their gaming registration, or an individual who has a gaming card that is expiring. This form is available on the Gaming Control Board Website.
- ☆ Gaming Employee Questionnaire – This form is to be used in conjunction with the Gaming Employee Registration Application. It does not need to be submitted with a change in location or additional employment. This form is available on the Gaming Control Board Website.
- ☆ Gaming Employee Registration Application Additional Information Sheet – This form is to be used if the employee needs more space to provide addition employment or arrest history information. This form is intended for use with the Gaming Employee Registration Application, but may also be used with the Change of Location or Additional Employment Form. This form is available on the Gaming Control Board Website.
- ☆ Child Support Statement – This form is to be used in conjunction with the Gaming Employee Registration Application. It does not need to be submitted with a change in location or additional employment. This form is available on the Gaming Control Board Website.
- ☆ Fingerprint Receipt – This form is to be used to obtain fingerprints from the local law enforcement agency and returned to the State Gaming Control Board with the Gaming Employee Registration Application. This form is available on the Gaming Control Board Website.
- ☆ Change of Employment Location/Additional Gaming Employment Notice – This form is to be used when an individual is registered with the Gaming Control Board and is changing their place of employment or obtaining additional gaming positions at another property. This form may be used to report a name change, however, it must be clearly indicated on the form that it is for a name change only. This form is available on the Gaming Control Board Website.
- ☆ Gaming Employee Registration Packet Checklist
This form may be used to ensure the packet contains all necessary items to complete the registration process.

☆ Change of Employment Location/Additional Gaming Employment Notice Return Form

The Gaming Control Board Employee Registration Unit when returning a Change of Employment Location/Additional Gaming Employment notice will use this form to identify what information was missing from the form.

☆ Gaming Employee Registration Packet Return Packet Checklist

The Gaming Control Board Employee Registration Unit when returning an incomplete packet to the applicant will use this form. This form will provide the applicant information on what items/information are missing from the submitted packet.

☆ Gaming Employee Registration Returned Packet/Form Notice

This form will be used to notify the licensee that an applicant's packet has been returned. It will not contain specifics on the reasons for returning the packet to the applicant.

Gaming Employee Registration Application

This form may be obtained from the website and inserted here.

Gaming Employee Registration Application Instructions

The Gaming Employee Registration Application Form is the only form acceptable for first time or renewal registration of a gaming employee. It is available from the Gaming Control Board website at www.gaming.nv.gov.

There are specific blocks on the application form that must be completed by the licensee. These are all located in the upper left-hand corner of the form. Specifically, these blocks are:

- ✓ **Place of Employment**: Enter the name of the property where the applicant will be working. Do not enter the corporate name unless the applicant will be working at the corporate office or at multiple properties on a regular basis, e.g. slot techs who work at whatever property needed on a short-term basis.
- ✓ **Employer's Address**: It is necessary to include the address in order that the Employee Registration Unit may ensure that the applicant's registration is recorded under the appropriate licensee location number.
- ✓ **Position**: Enter the position title that the applicant will be holding, e.g., dealer, soft count, floor person, cage cashier, etc. Only provide gaming positions. If the applicant will be holding a non-gaming and a gaming position within the property, please list only the gaming position.
- ✓ **Hire Date**: Enter the date the applicant is to start working at the property.
- ✓ **Employer/HR Representative (Print)**: Please print the name of the individual who is processing the application and acknowledging the applicant has been offered a gaming position. If the Employee Registration Unit has questions about the application, this will be the person that will be contacted for clarification, unless otherwise directed by the property.
- ✓ **Employer/HR Representative (Signature)**: This is where the HR representative processing the application will sign acknowledging the applicant has been offered a gaming position with the property.
- ✓ **Applicant's Name**: The licensee will print or type in the first, middle, and last name of the applicant.
- ✓ **Social Security Number**: The licensee will print or type in the social security number of the applicant.

The shaded boxes in the upper right-hand corner of the application are for the use of the Employee Registration and Background Investigation Units. The applicant is to complete the remainder of the application. The Employee Registration Unit must receive the form with original signatures. The following is a block-by-block explanation on what information is to be recorded on the application.

1. Begin by checking one of the boxes indicating if the application is an original registration (first time; applicant has never held a gaming card in the state of Nevada) or a renewal (applicant has held a gaming card in Nevada and it has expired or is about to expire). If the applicant currently holds an active gaming card and is simply changing locations, go the "Change of Employment Location/Additional Gaming Employment Notice".
2. **Alias and/or Maiden Name**: If the applicant has had a name change, indicate previous name(s) in this block. Use this block to indicate any nicknames or monikers (e.g., Shorty).
3. **Sex**: Enter M for male; F for female.
4. **Race**: Enter **W** – Caucasian (e.g., white, middle eastern, Eastern Indian); **B** – African American, African, West Indian, etc.; **A** – Asian (Pacific Islander, Samoan, Polynesian, Philippine, Japanese, Chinese, Korean, Vietnamese, Thai, etc.); **I** – American Indian, Eskimo; **H** – Hispanic, Mexican American, Latin descent.
5. **Height**: Enter height in feet and inches.
6. **Weight**: Enter weight in pounds.
7. **Hair Color**: Enter color of hair or bald.
8. **Eye Color**: Enter natural eye color.
9. **Date of Birth**: Enter the date of birth in month/day/year order. Use four digits for the year of birth.
10. **Age**: Enter age at time of completion of application.
11. **Place of Birth**: Enter the city, state/province, and country of birth. The country of birth is only necessary if born out of the United States.
12. **Local Address**: Applicant should enter the physical address of the place of residence.
13. **Mailing Address**: Applicant should enter the address where he/she receives mail, e.g., Post Office Box, etc.
14. **US Citizen**: Check "Yes" if a citizen of the United States or "No" if not a citizen of the United States.
15. **Passport Number/Issuing Country**: If applicant possesses a passport, the number and the country of issuance should be entered in this block.
16. **Naturalization Number**: The naturalization number of the applicant is to be entered in this block.
17. **Alien Card Number**: The alien registration number of the applicant is to be entered in this block.
18. **Driver's License Number/State**: Enter the driver's license number and the state of issuance in this block.

19. **Marks, Scars, Tattoos**: Enter the location and description of any scars, marks, or tattoos (use the back if necessary).
20. **Emergency Notification (Name)**: Enter the name of the person to notify or contact in an emergency.
21. **Emergency Contact Number**: Enter the phone number, including area code, of the person listed in the Emergency Notification block.
22. **Emergency Contact Address**: Enter the street address of the person listed in the Emergency Notification block.
23. **City**: Enter the city of the address of the person listed in the Emergency Notification block.
24. **State**: Enter the state of the address of the person listed in the Emergency Notification block.
25. **Zip**: Enter the zip code of the person listed in the Emergency Notification block.
26. **Employer**: Enter the name of the company, which previously employed the applicant.
27. **Location**: Enter the address of the previous employer.
28. **Position**: Enter the position held at the previous place of employment.
29. **Fr/To (Mo/Yr)**: Enter the dates the applicant worked at the previous place of employment.
30. **Reason for Leaving**: Enter the reason for leaving the previous employer.
31. **Have you at any time been arrested, indicted, or received a citation/infracton for any offense?**: Applicant should check yes or no. Details of the arrest, indictment, citation/infracton, summons, military detention/sanctions, etc. are to be entered in the sections below.
32. **Date (Yr/Mo)**: Enter the date that the arrest, indictment, citation/infracton, etc. occurred.
33. **Arresting Agency or City & State**: Enter the name of the agency that performed the arrest or issued the indictment, citation/infracton, etc. The city and the state of the arresting agency should also be included, especially if the name of the agency cannot be recalled (e.g., Henderson PD, Henderson NV).
34. **Offense Charged**: List the original arrest/indictment/citation/infracton charge, not the disposition or plea bargain charge. Do not include speeding, parking and minor traffic violations. Do include all DUI's.
35. **Disposition (sentence/fine)**: Enter the sentence imposed by the court or arresting agency, including dismissed, no charges filed, military discharge, etc. Include the entire sentence, e.g., 6 months probation and then dismissal.
36. **Applicant's signature**: Applicant must sign the application or it will be returned and applicant may be deemed not registered and unable to work.

If the applicant needs more space to provide a complete five-year employment history or a ten-year arrest history (unless it is gaming related and there is no time limit), the applicant should use the Gaming Employee Registration Application Additional Information Sheets available on the website. Use as many sheets as necessary to provide a complete history. Failure to provide a complete arrest history may lead to the applicant being deemed not registered or have his/her registration objected to by the Gaming Control Board and the applicant being unable to work in the gaming industry.

Gaming Employee Questionnaire

This form is available on the website and may be inserted here.

Gaming Employee Questionnaire Instructions

The Gaming Employee Questionnaire is a form that provides additional information relating to the background of the applicant. This form is available on the Gaming Control Board website at www.gaming.nv.gov.

Each question must be marked in the appropriate “Yes” or “No” box. If the applicant answers “Yes” to any question, an explanation should be given in the space provided. If more space is needed, the applicant may submit the information on an attached sheet or on the back of the form.

The applicant must initial in the space provided below the explanation box. The applicant also must print his/her name, address, place of birth, and sign the Authorization to Release Criminal History Record Information.

Failure to complete this questionnaire, sign and initial in all the provided spaces, or failure to submit the form with the registration packet, will result in the applicant being deemed not registered and unable to work.

Gaming Employee Registration Application – Additional Information Sheet

This form is available on the website and may be inserted here.

Gaming Employee Registration Application Additional Information Sheet Instructions

The Gaming Employee Registration Application Additional Information Sheet is the form to use to provide a complete employment and arrest history of the applicant. It is available online from the Gaming Control Board website at www.gaming.nv.gov.

The shaded areas of the form must be completed or the packet/form will be returned to the applicant. Failure to provide a complete arrest history may lead to the applicant being deemed not registered or have his/her registration objected to by the Gaming Control Board and the applicant being unable to work in the gaming industry.

1. **Applicant's Name**: The licensee will print or type in the first, middle, and last name of the applicant.
2. **Social Security Number**: The licensee will print or type in the social security number of the applicant.
3. **Place of Employment**: Enter the name of the property where the applicant will be working. Do not enter the corporate name unless the applicant will be working at the corporate offices.
4. **Employer's Address**: It is necessary to include the address in order that the Employee Registration Unit may ensure that the applicant's registration is recorded under the appropriate licensee location number.
5. **Position**: Enter the position title that the applicant will be holding, e.g., dealer, soft count, floor person, cage cashier, etc. Only provide gaming positions. If the applicant will be holding a non-gaming and a gaming position within the property, please list only the gaming position.

LIST ADDITIONAL JOBS HELD IN THE PAST FIVE YEARS:

6. **Employer**: This block the place to enter the name of the company, which previously employed the applicant.
7. **Location**: Enter the address of the previous employer.
8. **Position**: Enter the position held at the previous place of employment.
9. **Fr/To (Mo/Yr)**: Enter the dates the applicant worked at the previous place of employment.
10. **Reason for Leaving**: Enter the reason for leaving the previous employer.

**LIST ADDITIONAL ARRESTS, INDICTMENTS, OR
CITATIONS/INFRACTIONS FOR ANY OFFENSE:**

11. **Date (Yr/Mo)**: Enter the date that the arrest, indictment, citation/infraction occurred.
12. **Arresting Agency or City & State**: Enter the name of the agency that performed the arrest or issued the indictment, citation/infraction, etc. The city and the state of the arresting agency should also be included, especially if the name of the agency cannot be recalled (e.g., Henderson PD, Henderson NV).
13. **Offense Charged**: List the original arrest/indictment/citation/infraction charge, not the disposition or plea bargain charge. Do not include speeding, parking and minor traffic violations. Do include all DUI's.
14. **Disposition (sentence/fine)**: Enter the sentence imposed by the court or arresting agency, including dismissed, no charges filed, military discharge, etc. Include the entire sentence, e.g., 6 months probation and then dismissal.



STATE GAMING CONTROL BOARD

GAMING EMPLOYEE REGISTRATION

CHILD SUPPORT COMPLIANCE STATEMENT

Pursuant to Nevada Revised Statute 425.520 every applicant is required to submit the Child Support Compliance Statement. Please mark the appropriate response (**failure to mark one of the three will result in the denial of your gaming registration application**).

- ☐ 1. I am not the subject to a court order for the support of a child or I do not have any children I am required to support.
- ☐ 2. I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ 3. I am subject to a court order for the support of one or more children and am **not** in compliance with the order or **do not** have a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Name: _____

Address: _____

City & State: _____

Social Security Number: _____

Employer: _____

Signature: _____

Date: _____

Child Support Compliance Statement Instructions

Pursuant to Nevada Revised Statute 425.520 every applicant is required to submit the Child Support Compliance Statement. This form is available on the Gaming Control Board website at www.gaming.nv.gov. The form is only to be submitted with original and renewal registrations. It is not necessary to submit the form with a Change of Location/Additional Gaming Employment Notice.

Failure to complete the form or failure to submit the form will result in the registration packet being returned to the applicant and the applicant may be deemed not registered and unable to work.

To complete the form:

- ✓ **Box 1** should be checked if the applicant is not required to pay child support. This includes if the applicant does not have any children or children are grown and are living on their own.
- ✓ **Box 2** should be checked if the applicant is required to pay child support, and the applicant is in compliance with his/her court ordered child support. If the applicant is making payments, but is in behind in payments (example: applicant is making \$500 a month payments but is still owes \$5,000 in back child support), this is considered compliant.
- ✓ **Box 3** should be checked if the applicant is required to pay child support and is not in compliance with his/her court ordered child support. **Do not** check if currently making child support payments or having wages garnished for child support.
- ✓ **Name**: Print or type the name of the applicant.
- ✓ **Address**: Print or type the physical address of the applicant. Do not use a post office box. This information is necessary to ensure the statement is forwarded to the proper authority.
- ✓ **Social Security Number**: Print or type the social security number of the applicant.
- ✓ **Signature**: The applicant must provide his/her signature on this line.
- ✓ **Date**: Print the date the form was completed and signed.

Note: If an individual checks box 3, the registration process will cease and the packet will be returned to the applicant. The applicant is unable to work in a gaming capacity until such time as the applicant is in compliance with his/her child support obligations.



**STATE GAMING CONTROL BOARD
GAMING EMPLOYEE REGISTRATION
FINGERPRINT RECEIPT**

PLEASE PRINT LEGIBLY

Name (Last, First, MI): _____

Address: _____

City, State, Zip: _____

Date of Birth: _____ Place of Birth: _____

SSN: _____ Citizenship _____

Sex _____ Race _____ Ht. _____ Wt. _____ Eyes _____ Hair _____

Employer: _____

Reason: NRS 463.335 ORI: NV0020800 Miscellaneous No. (MNU): 881020

The above named gaming employee obtained fingerprints, which were / will be sent electronically to the Central Repository for Nevada Records of Criminal History under the account number of the Gaming Control Board.

(Agency or Agency Stamp) (Representative) (Date)

Official Use Only: _____

Employee Registration Fingerprint Receipt Instructions

Applicants are required to have two sets of fingerprints taken by the local law enforcement agency or business authorized to take fingerprints. The law enforcement agency will submit the prints electronically to the Nevada Central Repository for processing and forwarding to the Federal Bureau of Investigation.

The Employee Registration Fingerprint Receipt is necessary to provide proof that the applicant has had his/her fingerprints submitted by a local law enforcement agency to the Nevada Central Repository and the Federal Bureau of the Investigation. The form is available on the Gaming Control Board website at www.gaming.nv.gov.

PLEASE NOTE: A fee may be charged by the local law enforcement agency or business for taking and submitting the prints. The fee is be paid directly to the law enforcement agency or business taking the fingerprints. This fee is in addition to the \$75 registration fee.

Change of Employment Location/Additional Gaming Employment Notice

This form is available on the website and may be inserted here.

Change of Employment Location/Additional Gaming Employment Notice Instructions

The Change of Employment Location/Additional Gaming Employment Notice should be used to notify the Gaming Control Board that the applicant has changed places/properties of employment or the applicant has obtained a gaming position at an additional place of employment. This form is available online from the Gaming Control Board website at www.gaming.nv.gov. The form must be submitted with original signatures. No faxed copies will be accepted.

Failure to complete the form will result in the form being returned to the applicant and the applicant may be deemed not registered and unable to work.

The shaded boxes are to be left blank. These are for the use of the Employee Registration and Background Investigation Units of the Gaming Control Board.

To complete the form:

- ✓ **Check boxes**: Check the appropriate box to indicate whether the form is a change of location of employment notice or if it is an additional location of employment notice.
- ✓ **Work Permit #**: If the applicant holds a work permit/card issued prior to 12-31-2003 and the card is still active, enter the number in this box.
- ✓ **Expiration Date**: Enter the expiration date of the work card here.
- ✓ **Name (first)**: Print/type the first name of the applicant in this box.
- ✓ **(Middle)**: Print/type the middle name/initial of the applicant in this box.
- ✓ **(Last)**: Print/type the last name of the applicant in this box.
- ✓ **Social Security Number**: Enter the social security number of the applicant in this area.
- ✓ **Date of Birth**: Enter the date of birth of the applicant in this box.
- ✓ **Emergency Contact**: Enter the name of the person to contact in an emergency if it has changed since the last application submitted to the Gaming Control Board.
- ✓ **Emergency Contact Number**: Enter the phone number of the person to contact in an emergency if the person and/or number have changed.
- ✓ **Emergency Contact Address**: Enter the address of the person to contact in an emergency if the person and/or address have changed.
- ✓ **Current Address**: Enter the current physical address of the applicant.
- ✓ **City**: Enter the city where the physical address of the applicant is located.
- ✓ **State**: Enter the state where the physical address of the applicant is located.

- ✓ **Zip**: Enter the zip code where the physical address of the applicant is located.
- ✓ **Mailing Address**: Enter the current mailing address of the applicant, if different than physical address.
- ✓ **City**: Enter the city where the mailing address of the applicant is located.
- ✓ **State**: Enter the state where the mailing address of the applicant is located.
- ✓ **Zip**: Enter the zip code where the mailing address of the applicant is located.
- ✓ **Employer**: Enter the name of the property where the applicant will be working.
- ✓ **Position**: Enter the title of the position the applicant holds at the property.
- ✓ **Employer's Address**: Enter the physical address of the property where the applicant will be working.
- ✓ **City**: Enter the city where the physical address of the property is located.
- ✓ **Hire Date**: Enter the date the applicant is hired by the property.

EMPLOYMENT HISTORY

- ✓ **Start Date (mo/yr)**: Enter the applicant's start date of employment with the previous employer(s) since the last application/change notice was filed with the Gaming Control Board.
- ✓ **End Date (mo/yr)**: Enter the date the applicant terminated employment with the previous employer(s).
- ✓ **Job Title**: Enter the title of the position held by the applicant with the previous employer(s).
- ✓ **Place of Employment**: Enter the name of the property where the applicant previously worked.
- ✓ **City, State**: Enter the city and state where the property is located.
- ✓ **Reason for Leaving**: Enter the reason the applicant left the employment of the property.

CRIMINAL HISTORY

- ✓ **Date (Yr/Mo)**: Enter the date that the arrest, indictment, citation/infracton occurred for those incidents not previously disclosed to the Gaming Control Board.

- ✓ **Arresting Agency or City & State:** Enter the name of the agency that performed the arrest or issued the indictment, citation/infraction, etc. The city and the state of the arresting agency should also be included, especially if the name of the agency cannot be recalled (e.g., Henderson PD, Henderson NV).
- ✓ **Charge:** For any incidents not previously disclosed to the Gaming Control Board, list the original arrest/indictment/citation/infraction charge, not the disposition or plea bargain charge. Do not include speeding, parking and minor traffic violations. Do include all DUI's.
- ✓ **Disposition:** Enter the sentence imposed by the court or arresting agency, including dismissed, no charges filed, military discharge, etc. Include the entire sentence, e.g., 6 months probation and then dismissal.
- ✓ **Are you currently on parole, probation:** The applicant must answer yes or no to this question in the space provided.
- ✓ **Signature and Date:** Applicant must sign and date the form.



STATE GAMING CONTROL BOARD
GAMING EMPLOYEE REGISTRATON
CHANGE OF GAMING EMPLOYMENT LOCATION/
ADDITIONAL GAMING EMPLOYMENT NOTICE

INCOMPLETE OR MISSING INFORMATION

The attached Change of Employment Location/Additional Gaming Employment Notice is missing critical information necessary for the Gaming Control Board.

- ☐ Gaming Work Permit Number (Sheriff's Card Number)
- ☐ Gaming Work Permit Expiration Date
- ☐ Position (example: Dealer, Armed Security, Cage Cashier, etc.)
- ☐ Hire Date
- ☐ Signature and Date
- ☐ Other _____

Please provide the missing information and return the form to your employer for forwarding to the Gaming Control Board by _____. If you have any questions, please contact the Enforcement Division Employee Registration Unit.

If this packet is not received by _____ your registration will be suspended and you will be unable to work in a gaming position.

Registration Packet Checklist and Forms for Returning Registration Packets and Change Notices

The following forms are forms that will be used by the Employee Registration Unit to provide the applicant with the reasons his/her packet or Change of Location Notice is being returned due to missing information or items. This allows the applicant to fully complete the packet/form and know exactly when the packet or form must be returned to the Employee Registration Unit. Failure to return the packet/form by the designated due date may result in the applicant's registration being suspended.

The licensee may use the Gaming Employee Registration Packet Check List to provide the applicant with a checklist of what must be included in the registration packet before it is submitted to the Gaming Control Board to ensure the packet is complete.

The forms are as follows:

- Change of Gaming Employment Location/Additional Gaming Employment Notice Return Form
- Gaming Registration Packet Checklist
- Gaming Employee Registration Return Packet Checklist



STATE GAMING CONTROL BOARD

GAMING EMPLOYEE REGISTRATION PACKET CHECKLIST

The Gaming Employee Registration Packet must include the following items or it will be returned.

- ☐ Gaming Registration Application
- ☐ Gaming Registration Application Additional Information Sheet (if applicable)
- ☐ Gaming Questionnaire
- ☐ Child Support Statement
- ☐ Fingerprint Receipt
- ☐ Money Order, Cashier's Check, or Voucher in the amount of \$75 payable to the State Gaming Control Board

This packet checklist may be used to ensure the applicant has included all the necessary documents to complete registration with the Gaming Control Board. Licensees may want to have the applicant sign the checklist verifying all forms have been included in the packet. Licensees may retain this for their files; the Gaming Control Board does not require this form to be turned in with the packet.



STATE GAMING CONTROL BOARD GAMING EMPLOYEE REGISTRATION RETURN PACKET CHECKLIST

The enclosed gaming employee registration packet is being returned because it was found to be missing one or more of the following documents or the documents were missing pertinent information:

- ☐ Gaming Registration Application

Specifically: _____

- ☐ Gaming Questionnaire

Specifically: _____

- ☐ Child Support Statement

Specifically: _____

- ☐ Fingerprint Receipt

Specifically: _____

- ☐ Money Order, Cashier's Check, or Voucher

Specifically: _____

Please provide the missing information and return the form by _____ to:
your employer to forward to the Gaming Control Board, Enforcement Division,
Employee Registration Unit, 555 East Washington Avenue, Las Vegas, Nevada
89101. If you have any questions, please contact the Enforcement Division
Employee Registration Unit.

**If this packet is not received by _____ your registration will be
suspended and you will be unable to work in a gaming position.**

NOTE: This form will be provided to the applicant to inform him/her why the
packet was returned and the date it must be returned to the Gaming Control
Board.

ACCESSING THE GAMING CONTROL BOARD COMPUTER SYSTEM OF RECORDS

How to Access the Gaming Control Board Computer System

In order to access the Gaming Control Board's system of records, licensees will need to have a PC and access to the Internet. The minimum computer standards to access the system are as follows:

System Requirements:

<u>Platforms</u>	Windows 95/98/2000/ME/NT 4.0/XP Operating Systems
<u>Computer Specifications</u>	300 MHz Intel Pentium processor or equivalent 32 MB RAM Memory
<u>Software Requirements</u>	English version of Internet Explorer (IE) v. 5.5/6.0 or Netscape 7.0 for Windows TCP/IP protocols installed Java and JavaScript enable on the browser Disable HTTP proxy
<u>Network Requirements</u>	Access to the Internet If the system uses a modem, the end user must have a dial-up account with an Internet Service provider (ISP) or a private corporate Internet account (LAN).

User Names & Passwords

Each property will be given a maximum of three accounts to use for accessing the Gaming Control Board system of records. Each account will be assigned to a specific person designated by the property. The property may only access the system if an individual has completed an application for a gaming position with the property and authorized personnel are checking to see if the individual is registered or needs to register.

Each account will have a user name and password; these are not to be shared with anyone and access will be monitored. If the designated person quits or terminates employment with the property, the Gaming Control Board Employee Registration Unit must be notified immediately so the account may be closed down. When the person is replaced, the property must furnish the person's name, date of birth, position title, and social security number to enable the Gaming Control Board to reset the username and password. The following is the form to use to register for a user name and password.

LICENSEE REPRESENTATIVE REGISTRATION

This form is available on the website and may be inserted here.

Screen Shots

The following are screen shots similar to the screens that authorized personnel will see when they log onto the Gaming Control Board system to access the system of records. As of November 10, 2003, these screens were still being finalized.



This is similar to the screen shot of the home page for Gaming Control Board. The user would then click on the line "Applicant Search Login".



This is similar to the screen that will be the home page for licensees and law enforcement to use to access the Gaming Control Board System of Records. Users will click on the "Applicant Search" to reach the page for signing in to the system.



This is the login screen. Users will be provided with a user ID and password.

Application Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address <https://gcbgr.nv.gov/queryinput.cfm> Go Links



**NEVADA GAMING COMMISSION
and
STATE GAMING CONTROL BOARD**



Gaming Registration Applicant Search

Enter **ONE** of the following search criteria: Social Security Number (SSN) **OR** Passport Number (PN) **OR** Last Name **and** First Name **and** Date of Birth (DOB):

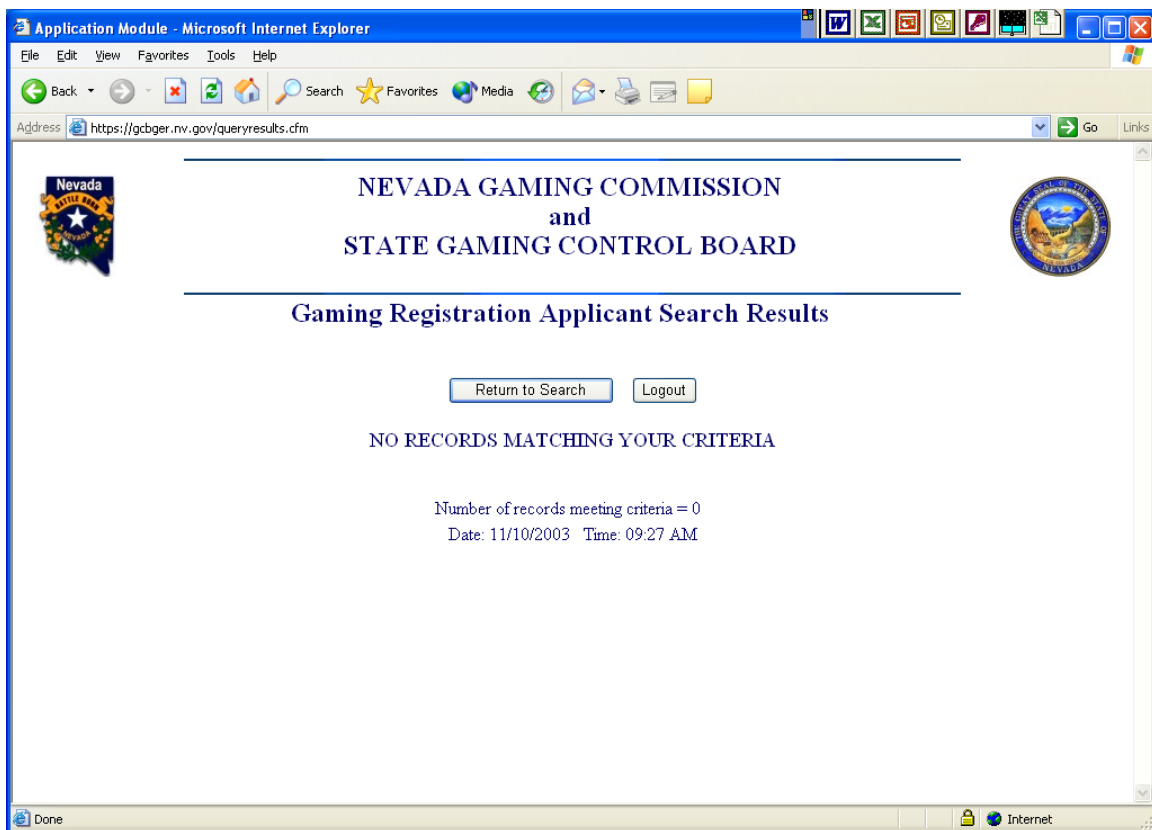
SSN: <input type="text"/> (no dashes)	PN: <input type="text"/>	Last Name: <input type="text"/>
		First Name: <input type="text"/>
		DOB: <input type="text"/> (mm/dd/yyyy)

Done Internet

This is similar to the search page screen. Users have the options of searching by social security number, passport number, or name and date of birth. We encourage you to start with the social security number or passport number. If you do not receive a response then go to the name and date of birth search.



A positive response showing an individual who is registered with the Gaming Control Board and the expiration date is unknown.



A negative response indicating there were no matches on the search criteria. This would likely indicate the individual is not registered with the Gaming Control Board and would need to submit a full packet to register.

Responses from the Gaming Control Board Computer System

Registered (with expiration date)

This indicates the individual is registered with Gaming Control Board, the registration expires on the specified date, and the person may be hired for a gaming position. The individual must complete and file a Change of Employee Location Form through the licensee with the Gaming Control Board within 10 days.

Registered – expired

This indicates the individual has been registered with the Gaming Control Board; however, his/her registration has expired and he/she must file a complete application packet with the Board.

No Record

This indicates there is no record of the individual having a gaming card in the Gaming Control Board's system of records. The individual will have to file a complete application packet with the Board. Please note – if the individual has filed a complete packet with the Gaming Control Board within the last 30 days, there is a possibility it is not yet entered into the system. Contact the Employee Registration Unit if the individual insists he/she has registered with the Board within the last 30 days.

Object

This indicates the Gaming Control Board has conducted a background investigation on the individual and has objected to their work permit/employee registration. This individual is not eligible for hire as a gaming employee. The individual may be hired for a non-gaming position.

Suspended

This indicates the Gaming Control Board has suspended the individual's registration. This individual is not eligible for hire as a gaming employee.

Revoked

This indicates the Gaming Control Board has revoked the individual's registration. This individual is not eligible for hire as a gaming employee.

Denied Applicant

This individual has been denied a gaming license and is not eligible for hire as a gaming employee without approval from the Gaming Commission.

CONTACTS

Employee Registration Unit

- Help Desk – 702-486-3340 (activated 11-17-2003)
- Registration Manager – Debie West – 702-486-2210
- Senior Agent – Terri Fullerton – 702-486-2213
- Supervisor - Renee Shaffer – 702-486-2020
- Fax – 702-486-2591
- Mail – Gaming Control Board, Employee Registration Unit,
555 E Washington Ave, Ste. 2600, Las Vegas, NV 89101
- Delivery – Grant Sawyer State Building, Gaming Control Board,
Enforcement Division, 555 E Washington Ave, Ste. 2100,
Las Vegas, NV 89101
- Email – gcberu@gcb.state.nv.us

There will be local numbers for the Reno/Carson City and Elko areas. As soon as these numbers are available, they will be posted on the website.

Statutes & Regulations

NRS 463.0157 "Gaming employee" defined.

1. "Gaming employee" means any person connected directly with an operator of a slot route, the operator of a pari-mutuel system, the operator of an inter-casino linked system or a manufacturer, distributor or disseminator, or with the operation of a gaming establishment licensed to conduct any game, 16 or more slot machines, a race book, sports pool or pari-mutuel wagering, including:

(a) Accounting or internal auditing personnel who are directly involved in any recordkeeping or the examination of records associated with revenue from gaming;

(b) Boxmen;

(c) Cashiers;

(d) Change personnel;

(e) Counting room personnel;

(f) Dealers;

(g) Employees of a person required by [NRS 464.010](#) to be licensed to operate an off-track pari-mutuel system;

(h) Employees of a person required by [NRS 463.430](#) to be licensed to disseminate information concerning racing;

(i) Employees of manufacturers or distributors of gaming equipment within this state whose duties are directly involved with the manufacture, repair or distribution of gaming devices, cashless wagering systems, interactive gaming systems or equipment associated with interactive gaming;

(j) Employees of operators of slot routes who have keys for slot machines or who accept and transport revenue from the slot drop;

(k) Employees of operators of inter-casino linked systems or interactive gaming systems whose duties include the operational or supervisory control of the systems or the games that are part of the systems;

(l) Floormen;

(m) Hosts or other persons empowered to extend credit or complimentary services;

(n) Keno runners;

(o) Keno writers;

(p) Machine mechanics;

(q) Odds makers and line setters;

(r) Security personnel;

(s) Shift or pit bosses;

(t) Shills;

(u) Supervisors or managers;

(v) Ticket writers; and

(w) Employees of a person required by [NRS 463.160](#) to be licensed to operate an information service.

2. "Gaming employee" does not include bartenders, cocktail waitresses or other persons engaged exclusively in preparing or serving food or beverages.

(Added to NRS by 1981, 1067; A 1985, 2135; 1987, 413; 1989, 666; 1991, 1837; 1993, 308; 1995, 756; 1997, 1117, 3498; 2001, [3079](#))

NRS 463.335

In the 2003 legislative session, the following changes were made relating to requiring a person employed as a gaming employee to be registered as a gaming employee by the State Gaming Control Board; requiring the Board to investigate each person applying for registration or renewal of registration as a gaming employee; and providing for a fee for processing an application for registration as a gaming employee.

Sec. 2. “Registered as a gaming employee” means authorized to be employed as a gaming employee in this state or to serve as an independent agent.

Sec. 3. “Temporarily registered as a gaming employee” means authorized to be employed as a gaming employee in this state or serve as an independent agent from the date of submitting a complete application for registration or renewal of registration for a period not to exceed 120 days following receipt of the complete application by the Board, including classifiable fingerprints, unless otherwise suspended.

Sec. 4. 1. The purported granting of an option to purchase any security issued by a corporation, other than a publicly traded corporation, which holds a state gaming license, or the purported sale, assignment, transfer, pledge or other disposition of an existing option to acquire such a security is void unless administratively approved in advance by the Chairman of the Board.

2. A request for administrative approval pursuant to subsection 1 must:

(a) Be made on forms approved by the Chairman of the Board; and

(b) To the extent consistent with this section, be considered in all respects as an application.

3. The Chairman of the Board may refer a request for administrative approval to the Board and Commission for consideration or deny the request for administrative approval for any reasonable cause. A denial may be submitted for review by the Board and Commission in the manner set forth by the regulations of the Commission pertaining to the review of administrative approval decisions.

4. The Commission, upon recommendation by the Board, may require a person to apply for a finding of suitability to hold an option to purchase such a security.

Sec. 5. 1. The purported granting of an option to purchase any interest in a limited partnership which holds a state gaming license or the purported sale, assignment, transfer, pledge or other disposition of an existing option to acquire such an interest is ineffective unless administratively approved in advance by the Chairman of the Board.

2. A request for administrative approval pursuant to subsection 1 must:

(a) Be made on forms approved by the Chairman of the Board; and

(b) To the extent consistent with this section, be considered in all respects as an application.

3. The Chairman of the Board may refer a request for administrative approval to the Board and Commission for consideration or deny the request for administrative approval for any reasonable cause. A denial may be submitted for review by the Board and Commission in the manner set forth by the regulations of the Commission pertaining to the review of administrative approval decisions.

4. The Commission, upon recommendation by the Board, may require a person to apply for a finding of suitability to hold an option to purchase such an interest.

Sec. 6. 1. The purported granting of an option to purchase any interest in a limited-liability company which holds a state gaming license or the purported sale, assignment, transfer, pledge or other disposition of an existing option to acquire such an interest is ineffective unless administratively approved in advance by the Chairman of the Board.

2. A request for administrative approval pursuant to subsection 1 must:

(a) Be made on forms approved by the Chairman of the Board; and

(b) To the extent consistent with this section, be considered in all respects as an application.

3. The Chairman of the Board may refer a request for administrative approval to the Board and Commission for consideration or deny the request for administrative approval for any reasonable cause. A denial may be submitted for review by the Board and Commission in the manner set forth by the regulations of the Commission pertaining to the review of administrative approval decisions.

4. The Commission, upon recommendation by the Board, may require a person to apply for a finding of suitability to hold an option to purchase such an interest.

Sec. 7. NRS 463.013 is hereby amended to read as follows: 463.013 As used in this chapter, unless the context otherwise requires, the words and terms defined in NRS 463.0133 to **463.01967, inclusive, **and sections 2 and 3 of this act**, have the meanings ascribed to them in those sections.**

Sec. 8. NRS 463.1595 is hereby amended to read as follows: 463.1595

1. The Commission shall adopt regulations, consistent with NRS **463.370, 463.371, **and 463.3715**, that prescribe the manner in which winnings, compensation from games and gaming devices, and gross revenue must be computed and reported by the licensee.**

2. The Commission may adopt regulations that prescribe the manner in which a licensee must submit to the Commission any

fees, interest, penalties or tax required to be paid based upon the information reported in subsection 1.

Sec. 9. NRS 463.335 is hereby amended to read as follows: 463.335

1. The Legislature finds that, to protect and promote the health, safety, morals, good order and general welfare of the inhabitants of the State of Nevada and to carry out the policy declared in NRS 463.0129, it is necessary that the Board:

(a) Ascertain and keep itself informed of the identity, prior activities and present location of all gaming employees and independent agents in the State of Nevada; and

(b) Maintain confidential records of such information.

2. Except as otherwise provided in subsection **4**, a person may not be employed as a gaming employee or serve as an independent agent unless he is ***temporarily registered or registered*** as a gaming employee pursuant to this section. An applicant for ***registration or renewal of registration as a gaming employee must file an application for registration or renewal of registration with the Board. Whenever a registered gaming employee, whose registration has not expired, has not been objected to by the Board, or has not been suspended or revoked becomes employed as a gaming employee at another or additional gaming establishment, he must file a change of employment notice within 10 days with the Board. The application for registration and change of employment notice must be filed through the licensee for whom the applicant will commence or continue working as a gaming employee, unless otherwise filed with the Board as prescribed by regulation of the Commission.***

3. The Board shall prescribe the ***forms for the*** application for ***registration*** as a gaming employee ***and the change of employment notice.***

4. An independent agent is not required to ***be registered as a gaming employee*** if he is not a resident of this state and has registered with the Board in accordance with the provisions of the regulations adopted by the Commission.

5. ***A complete application for registration or renewal of registration as a gaming employee or a change of employment notice received by a licensee must be mailed or delivered to the Board within 5 business days of receipt unless the date is administratively extended by the Chairman of the Board for good cause. A licensee is not responsible for the accuracy or completeness of any application for registration or renewal of registration as a gaming employee or any change of employment notice.***

6. ***The Board*** shall ***immediately*** conduct an investigation of ***each person who files an application for registration or renewal of registration as a gaming employee*** to determine whether he is eligible for ***registration as a gaming employee***. In conducting the investigation, ***two complete sets*** of the applicant's fingerprints ***must be submitted*** to the Central Repository for Nevada Records of Criminal History for :

(a) ***A report concerning the criminal history of the applicant; and***

(b) Submission to the Federal Bureau of Investigation for a report concerning the criminal history of the applicant. The investigation need not be limited solely to consideration of the results of the report concerning the criminal history of the applicant.

The fee for processing an application for registration or renewal of registration as a gaming employee may be charged only to cover the actual investigative and administrative costs related to processing the application and the fees charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation to process the fingerprints of an applicant pursuant to this subsection.

7. Upon receipt of a change of employment notice, the Board may conduct any investigations of the gaming employee that the Board deems appropriate to determine whether the gaming employee may remain registered as a gaming employee. The filing of a change of employment notice constitutes an application for registration as a gaming employee and if the Board, after conducting its investigation, suspends or objects to the continued registration of the gaming employee, the provisions of subsections 11 to 17, inclusive, apply to such suspension by or objection of the Board. No fee may be charged by the Board to cover the actual investigative and administrative costs related to processing a change of employment notice.

8. Except as otherwise prescribed by regulation of the Commission, an applicant for registration or renewal of registration as a gaming employee is deemed temporarily registered as a gaming employee as of the date a complete application for registration or renewal of registration is submitted to the licensee for which he will commence or continue working as a gaming employee. Unless objected to by the Board or suspended or revoked, the initial registration of an applicant as a gaming employee expires 5 years after the date employment commences with the applicable licensee or, in the case of an independent agent, 5 years after the date he contracts with an applicable licensee. Any subsequent renewal of registration as a gaming employee, unless objected to by the Board or suspended or revoked, expires 5 years after the expiration date of the most recent registration or renewal of registration of the gaming employee.

9. If, within 120 days after receipt by the Board of a complete application for registration or renewal of registration as a gaming employee, including classifiable fingerprints, or a change of employment notice, the Board has not notified the applicable licensee of any suspension or objection, the applicant shall be deemed to be registered as a gaming employee. A complete application for registration or renewal of registration as a gaming employee is comprised of:

(a) The fully completed form for application for registration as a gaming employee prescribed in subsection 3;

(b) Two complete sets of the fingerprints of the applicant, unless directly forwarded electronically or by another means to the Central Repository for Nevada Records of Criminal History;

(c) The fee for processing the application for registration or renewal of registration as a gaming employee prescribed by the Board pursuant to subsection 6, unless otherwise prescribed by regulation of the Commission; and

(d) A completed statement as prescribed in subsections 1 and 2 of NRS 463.3351.

If the Board determines after receiving an application for registration or renewal of registration as a gaming employee that the application is incomplete, the Board may suspend the temporary registration as a gaming employee of the applicant who filed the incomplete application. An applicant whose temporary registration is suspended shall not be eligible to work as a gaming employee until such time as he files a complete application.

10. A person who is temporarily registered or registered as a gaming employee is eligible for employment in any licensed gaming establishment in this state until **such registration is** objected to by the Board, expires or is **suspended or** revoked. The Commission shall adopt regulations to:

(a) Establish uniform procedures for the registration of gaming employees;

(b) Establish uniform criteria for objection by the Board of an application for registration; and

(c) Provide for the creation and maintenance of a system of records that contain information regarding the current place of employment of each person who is registered as a gaming employee and each person whose registration as a gaming employee has expired, was objected to by the Board, or was suspended or revoked. The system of records must be accessible by licensees for the limited purpose of complying with subsection 2.

11. If the Board, within the 120-day period prescribed in subsection 9, notifies:

(a) The applicable licensee; and

(b) The applicant,

that the Board suspends or objects to the temporary registration of an applicant as a gaming employee, the licensee shall immediately terminate the applicant from employment or reassign him to a position that does not require registration as a gaming employee. The notice of suspension or objection by the Board which is sent to the applicant must include a statement of the facts upon which the Board relied in making its suspension or objection.

12. Any person whose application for registration or renewal of registration as a gaming employee has been suspended or objected to by the Board may, not later than 60 days after receiving notice of the suspension or objection, apply to the Board for a hearing. A failure of a

person whose application has been **objected to or suspended** to apply for a hearing within 60 days or his failure to appear at a hearing of the Board conducted pursuant to this section shall be deemed to be an admission that the **suspension** or objection is well-founded, and the failure precludes administrative or judicial review. At the hearing, the Board shall take any testimony deemed necessary. After the hearing, the Board shall review the testimony taken and any other evidence, and shall, within 45 days after the date of the hearing, mail to the applicant its decision sustaining or reversing the **suspension** or the objection to the **registration of the applicant as a gaming employee**.

13. The Board may **suspend or** object to the **registration of an applicant as a gaming employee** for any cause deemed reasonable by the Board. The Board may object **to or suspend the registration** if the applicant has:

(a) Failed to disclose or misstated information or otherwise attempted to mislead the Board with respect to any material fact contained in the application for **registration as a gaming employee**;

(b) Knowingly failed to comply with the provisions of this chapter or chapter 463B, 464 or 465 of NRS or the regulations of the Commission at a place of previous employment;

(c) Committed, attempted or conspired to commit any crime of moral turpitude, embezzlement or larceny or any violation of any law pertaining to gaming, or any crime which is inimical to the declared policy of this state concerning gaming;

(d) Committed, attempted or conspired to commit a crime which is a felony or gross misdemeanor in this state or an offense in another state or jurisdiction which would be a felony or gross misdemeanor if committed in this state;

(e) Been identified in the published reports of any federal or state legislative or executive body as being a member or associate of organized crime, or as being of notorious and unsavory reputation;

(f) Been placed and remains in the constructive custody of any federal, state or municipal law enforcement authority; or

(g) Had **registration as a gaming employee** revoked or committed any act which is a ground for the revocation of **registration as a gaming employee** or would have been a ground for revoking **registration as a gaming employee if the applicant had then been registered as a gaming employee**.

If the Board **registers** or does not **suspend or** object to the **registration of** an applicant **as a gaming employee**, it may specially limit the period for which the **registration** is valid, limit the job classifications for which the **registered gaming employee** may be employed and establish such individual conditions for the renewal and effectiveness of the **registration** as the Board deems appropriate, including required submission to unscheduled tests for the presence of alcohol or controlled substances.

14. Any applicant aggrieved by the decision of the Board may, within 15 days after the announcement of the decision, apply in writing to

the Commission for review of the decision. Review is limited to the record of the proceedings before the Board. The Commission may sustain, modify or reverse the Board's decision. The decision of the Commission is subject to judicial review pursuant to NRS 463.315 to 463.318, inclusive.

15. The Chairman of the Board may designate a member of the Board or the Board may appoint a hearing examiner and authorize that person to perform on behalf of the Board any of the following functions required of the Board by this section concerning ***the registration or renewal of registration of gaming employees:***

- (a) Conducting a hearing and taking testimony;
- (b) Reviewing the testimony and evidence presented at the hearing;
- (c) Making a recommendation to the Board based upon the testimony and evidence or rendering a decision on behalf of the Board to sustain or reverse the ***suspension of*** or the objection to the ***registration of an applicant as a gaming employee;*** and
- (d) Notifying the applicant of the decision.

16. Notice by the Board as provided pursuant to this section is sufficient if it is mailed to the applicant's last known address as indicated on the application for ***registration as a gaming employee*** or the record of the hearing, as the case may be. The date of mailing may be proven by a certificate signed by an officer or employee of the Board which specifies the time the notice was mailed. The notice shall be deemed to have been received by the applicant 5 days after it is deposited with the United States Postal Service with the postage thereon prepaid.

17. Except as otherwise provided in this subsection, all records acquired or compiled by the Board or Commission relating to any application made pursuant to this section, all lists of persons registered as gaming employees, all lists of persons suspended or objected to by the Board and all records of the names or identity of persons engaged in the gaming industry in this state are confidential and must not be disclosed except in the proper administration of this chapter or to an authorized law enforcement agency. Upon receipt of a request from the Welfare Division of the Department of Human Resources pursuant to NRS 425.400 for information relating to a specific person who has applied for registration as a gaming employee or is registered as a gaming employee, the Board shall disclose to the Division his social security number, residential address and current employer as that information is listed in the files and records of the Board. Any record of the Board or Commission which shows that the applicant has been convicted of a crime in another state must show whether the crime was a misdemeanor, gross misdemeanor, felony or other class of crime as classified by the state in which the crime was committed. In a disclosure of the conviction, reference to the classification of the crime must be based on the classification in the state where it was committed.

Sec. 10. NRS 463.3351 is hereby amended to read as follows:

463.3351 1. An applicant for ***registration*** or renewal of ***registration*** as a gaming employee shall submit to the ***Board*** the statement prescribed by the

Welfare Division of the Department of Human Resources pursuant to NRS 425.520. The statement must be completed and signed by the applicant.

2. The **Board** shall include the statement required pursuant to subsection 1 in:

(a) The application or any other forms that must be submitted for **registration** or renewal of **registration as a gaming employee**; or

(b) A separate form prescribed by the **Board**.

3. An applicant may not be **registered as a gaming employee** if the applicant:

(a) Fails to submit the statement required pursuant to subsection 1; or

(b) Indicates on the statement submitted pursuant to subsection 1 that he is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that he is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the **Board** shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Sec. 11. NRS 463.3352 is hereby amended to read as follows:

463.3352 1. If **the Board** receives a copy of a court order issued pursuant to NRS 425.540 that provides for the suspension of all professional, occupational and recreational licenses, certificates and permits issued to a person who is **registered** as a gaming employee, **the Board** shall deem the **registration of** that person to be suspended at the end of the 30th day after the date on which the court order was issued unless the **Board** receives a letter issued to the **registered gaming employee** by the district attorney or other public agency pursuant to NRS 425.550 stating that the **registered gaming employee** has complied with the subpoena or warrant or has satisfied the arrearage pursuant to NRS 425.560.

2. **The Board** shall reinstate **the registration as a gaming employee of a person** that has been suspended by a district court pursuant to NRS 425.540 if the **Board** receives a letter issued by the district attorney or other public agency pursuant to NRS 425.550 to the person whose **registration** was suspended stating that the person whose **registration** was suspended has complied with the subpoena or warrant or has satisfied the arrearage pursuant to NRS 425.560.

Sec. 12. NRS 463.3354 is hereby amended to read as follows:

463.3354 An application for **registration or renewal of registration** as a gaming employee must include the social security number of the applicant.

Sec. 13. NRS 463.336 is hereby amended to read as follows:

463.336.1. The Commission may issue an order summarily suspending a person's **registration as a gaming employee** upon a finding that the suspension is necessary for the immediate preservation of the public peace, health, safety, morals, good order or general welfare. The order becomes effective when served upon the **person registered**.

2. The order of summary suspension must state the facts upon which the finding of necessity for the suspension is based. For purposes of this section, the order of summary suspension shall be deemed a complaint.

3. An order of summary suspension must be signed by at least three members of the Commission.

4. The person whose **registration as a gaming employee** is summarily suspended:

(a) Has a right to a hearing on the order. The Commission shall schedule a hearing within 5 days after receipt of the person's notice of defense.

(b) Must file a notice of defense within 30 days after the effective date of the order of summary suspension. Failure to file this notice in a timely manner waives his right to a hearing before the Commission and to judicial review of the final decision.

5. All affirmative defenses must be specifically stated in the notice of defense and unless an objection is stated to the form or manner of the order, all objections to the form of the complaint shall be deemed waived.

6. Except as otherwise provided in this section, the procedures for a disciplinary action in NRS 463.312 to 463.3145, inclusive, must be followed.

Sec. 14. NRS 463.337 is hereby amended to read as follows:

463.337 1. If any gaming employee or independent agent, **who is registered as a gaming employee with the Board**, is convicted of any violation of this chapter or chapter 463B, 464 or 465 of NRS, or if in investigating an alleged violation of this chapter by any licensee the Commission finds that a **registered** gaming employee employed by or a **registered** independent agent contracting with the licensee has been guilty of cheating, the Commission shall, after a hearing as provided in NRS 463.310 and 463.312 to 463.3145, inclusive, **revoke the registration**.

2. The Commission may revoke **the registration of a gaming employee or independent agent** if the Commission finds, after a hearing as provided in NRS 463.310 and 463.312 to 463.3145, inclusive, that the gaming employee or independent agent has failed to disclose, misstated or otherwise misled the Board in respect to any fact contained within any application for **registration as a gaming employee** or, subsequent to being **registered as a gaming employee**:

(a) Committed, attempted or conspired to do any of the acts prohibited by this chapter or chapter 463B, 464 or 465 of NRS;

(b) Knowingly possessed or permitted to remain in or upon any licensed premises any cards, dice, mechanical device or any

other cheating device whatever, the use of which is prohibited by statute or ordinance;

(c) Concealed or refused to disclose any material fact in any investigation by the Board;

(d) Committed, attempted or conspired to commit larceny or embezzlement against a gaming licensee or upon the premises of a licensed gaming establishment;

(e) Been convicted in any jurisdiction other than Nevada of any offense involving or relating to gambling;

(f) Accepted employment without prior Commission approval in a position for which he could be required to be licensed under this chapter after having been denied a license for a reason involving personal unsuitability or after failing to apply for licensing when requested to do so by the Commission;

(g) Been refused the issuance of any license, permit or approval to engage in or be involved with gaming or pari-mutuel wagering in any jurisdiction other than Nevada, or had any such license, permit or approval revoked or suspended;

(h) Been prohibited under color of governmental authority from being present upon the premises of any gaming establishment or any establishment where pari-mutuel wagering is conducted for any reason relating to improper gambling activities or any illegal act;

(i) Contumaciously defied any legislative investigative committee or other officially constituted bodies acting on behalf of the United States or any state, county or municipality which seeks to investigate crimes relating to gaming, corruption of public officials, or any organized criminal activities; or

(j) Been convicted of any felony or gross misdemeanor, other than one constituting a violation of this chapter or chapter 463B, 464 or 465 of NRS.

3. A gaming employee or independent agent whose **registration as a gaming employee** has been revoked pursuant to this section is entitled to judicial review of the Commission's action in the manner prescribed by NRS 463.315 to 463.318, inclusive.

4. Nothing in this section limits or prohibits the enforcement of NRS 463.165, 463.560, 463.595, 463.637 or 463.645.

Sec. 15. NRS 463.339 is hereby amended to read as follows:

463.339 An applicant for licensing, registration, finding of suitability or any approval or consent required by this chapter or chapter 462 of NRS shall make full and true disclosure of all information to the Board, Commission or other relevant governmental authority as necessary or appropriate in the public interest or as required in order to carry out the policies of this state relating to licensing and control of the gaming industry and the operation of charitable lotteries.

Sec. 16. NRS 463.3403 is hereby amended to read as follows:

463.3403 Any information obtained by the Board from any licensee, his employer or agent relating to the termination of the employment of a

gaming employee or the services of an independent agent is confidential and must not be disclosed except:

1. Such information obtained from the former employer of an applicant for **registration as a gaming employee** must be disclosed to the applicant to the extent necessary to permit him to respond to any **suspension or** objection made by the Board to his application for **such registration**;
2. In the necessary administration of this chapter; or
3. Upon the lawful order of a court of competent jurisdiction.

Sec. 17. NRS 463.482 is hereby amended to read as follows:

463.482 As used in NRS 463.160 to 463.170, inclusive, 463.368, 463.386, 463.482 to 463.645, inclusive, **and sections 4, 5 and 6 of this act**, and 463.750, unless the context otherwise requires, the words and terms defined in NRS 463.4825 to 463.488, inclusive, have the meanings ascribed to them in those sections.

Regulation 5

AMENDMENTS TO NGC REGULATION 5 – OPERATION OF GAMING ESTABLISHMENTS

(Adopted: 11/20/03. Effective: 01/01/04)

NGC Regulation 5.100 to 5.108, inclusive, repealed and replaced as follows:

5.100 Definitions. As used in Regulations 5.100 to 5.109, inclusive:

1. "Applicant" means a person who has submitted an application for registration or renewal of registration as a gaming employee and, unless otherwise indicated, also means a person who has filed a change of employment notice.

2. "Application for registration" means an application package containing all the components of a complete application for registration or renewal of registration as a gaming employee consisting of:

(a) The form for application;

(b) Two sets of fingerprints of the applicant or, if applicable, proof that the applicant's fingerprints were submitted electronically or by another means to the Central Repository for Nevada Records of Criminal History;

(c) The fee or a voucher guaranteeing payment of the fee for processing the application for registration; and

(d) The statement prescribed in subsections 1 and 2 of NRS 463.3351.

Unless otherwise indicated, an "application for registration" also means the change of employment notice prescribed by the board.

3. "Form for application" means the application form prescribed by the board for registration or renewal of registration as a gaming employee and, unless otherwise indicated, also means the change of employment notice form prescribed by the board.

5.101 Registration required.

1. No person shall be employed as a gaming employee, or serve as an independent agent if a resident of this state, unless such person is temporarily registered or registered as a gaming employee in accordance with NRS 463.335 and these regulations.

2. Any person who holds a valid work permit issued before January 1, 2004 shall be deemed to be registered as a gaming employee on January 1, 2004, and the registration of such person shall be deemed to expire on the expiration date set forth on the work permit, unless objected to by the board, suspended or revoked. If there is no expiration date set forth on the work permit, the registration of such person shall be deemed to expire on the person's birthday in 2005, unless objected to by the board, suspended or revoked.

5.102 Temporary registration.

1. A person is deemed temporarily registered as a gaming employee upon submission of an application for registration to the licensee for which he will commence or continue working as a gaming employee, unless otherwise prescribed by the chairman.

2. Temporary registration as a gaming employee is valid for a period of 120 days after an application for registration is received by the board, unless objected to by the board, or otherwise suspended or revoked.

5.103 Suspension and reinstatement of temporary registration.

1. The board may suspend the temporary registration of an applicant if it determines that:
 - (a) The application for registration received from the applicant is not complete; or
 - (b) If the application for registration is not a change of employment notice, the fingerprints submitted by the applicant are illegible or unclassifiable.
2. The board shall suspend the temporary registration of an applicant if it determines that the statement prescribed by the Welfare Division of the Department of Human Resources pursuant to NRS 463.520 is not completed, not signed, or the applicant indicates on the statement that he is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
3. If the board suspends the temporary registration of an applicant pursuant to subsections 1 or 2, it shall notify the applicant and his place of employment of such suspension.
4. An applicant whose temporary registration is suspended pursuant to subsections 1 or 2 shall not be eligible to work as a gaming employee until such time as he rectifies the cause for such suspension and the board reinstates his temporary registration. If an applicant rectifies the cause for his suspension and the board reinstates his temporary registration, the period of time in which the applicant's temporary registration was suspended pursuant to this regulation shall not be included in measuring the 120-day period in which the board may object to such temporary registration of the applicant.

5.104 Investigation; uniform criteria for objection; objection.

1. Upon receipt of an application for registration, the board shall review it for completeness.
2. Unless the board, after reviewing an application for registration, suspends the temporary registration of the applicant pursuant to Regulation 5.103, it shall conduct an investigation of the applicant to determine whether he is eligible to be or continue to be registered as a gaming employee.
3. The board may object to the registration of an applicant within 120 days after receipt of a complete application for registration for any cause deemed reasonable, including any of the specific grounds cited at NRS 463.335(13).
4. An objection to the registration of an applicant shall be entered if the applicant:
 - (a) Has committed, attempted or conspired to commit any offense in violation of NRS 465.070 to 465.085, inclusive.
 - (b) Has committed, attempted or conspired to commit any offense, within the past 10 years, involving or related to gambling, which is a felony in this state or, if committed in another state, would be a felony in this state.
 - (c) Has committed, attempted or conspired to commit any offense involving larceny related offenses committed against a gaming establishment within the past 10 years.
5. If the board objects to the registration of an applicant pursuant to this regulation, the board shall notify:
 - (a) The applicant pursuant to the notice requirement prescribed in NRS 463.335(11) and the right to apply for a hearing pursuant to NRS 463.335(12); and
 - (b) The applicant's place of employment.

The failure of an applicant to seek review of a determination that he is not eligible for registration as a gaming employee shall be deemed to be an admission that the objection is well founded and such failure precludes administrative or judicial review.

6. If the board does not object to the registration of an applicant pursuant to this regulation, the applicant shall be deemed registered as a gaming employee and is eligible for employment with any nonrestricted licensee in the state until such registration expires as prescribed in NRS 463.335(8), is suspended pursuant to NRS 463.3352 or 463.336, or is revoked pursuant to NRS 463.337.

5.105 Duties of licensee.

1. A nonrestricted licensee shall not knowingly employ any person as a gaming employee or enter into a contract, or the equivalent thereof, with an independent agent who is required to be registered as a gaming employee unless such person is temporarily registered or registered as a gaming employee. A licensee may rely on the system of records maintained by the board to verify the temporary registration, registration or eligibility of a person seeking employment as a gaming employee with such licensee.

2. A licensee shall only access the system of records after a person applies for a position as a gaming employee solely to determine whether the person is registered, temporarily registered, or subject to objection, suspension or revocation. A licensee shall maintain written documentation establishing that it received an application for employment from a person for a position as a gaming employee prior to accessing the system of records and shall retain such documentation for at least 5 years.

3. Before a licensee grants any employee access to the system of records maintained by the board, it shall provide the board with the name, social security number and date of birth of such employee. Upon the termination of employment of such employee or the reassignment of such employee to a position that no longer requires him to access the system of records, the licensee shall immediately notify the board of such termination or reassignment. The information contained within the system of records is confidential and must not be disclosed by such employee or the licensee.

4. If a licensee determines, after accessing the system of records maintained by the board, that a person seeking employment as a gaming employee with such licensee is not temporarily registered or registered as a gaming employee, and is not subject to objection, suspension or revocation, the licensee shall provide the person with a form for application, the statement prescribed in subsections 1 and 2 of NRS 463.3351 and instruct the person to:

(a) Complete the form for application and the statement prescribed in subsections 1 and

2 of NRS 463.3351;

(b) Obtain two complete sets of fingerprints;

(c) Obtain a money order, cashier's check or voucher in the amount prescribed by the board in accordance with NRS 463.335(6); and

(d) Unless otherwise prescribed by the chairman, return the application for registration to the licensee in a sealed envelope, or in any other confidential manner permitted by the board, for submission to the board.

If the person's fingerprints are submitted electronically or by another means to the Nevada Records of Criminal History, tangible proof of such shall be included in the application for registration in lieu of the fingerprint cards. A licensee shall not employ a person who is not temporarily registered or registered as a gaming employee until such time as the person complies with this subsection.

5. If a licensee determines, after accessing the system of records maintained by the board, that a person seeking employment as a gaming employee with such licensee is subject to objection, suspension or revocation, the licensee shall:

(a) Not accept an application for registration from such person; and

(b) Notify the person that he must contact the board in order to pursue reversal or removal of such objection, suspension or revocation.

6. If a licensee determines, after accessing the system of records maintained by the board, that a person seeking employment as a gaming employee with such licensee is temporarily registered or registered as a gaming employee, the licensee shall provide such person with a change of employment notice and the statement prescribed in subsections 1 and 2 of NRS 463.3351, and instruct him to complete such notice and statement and, unless otherwise prescribed by the chairman, return them to the licensee in a sealed envelope, or in any other confidential manner permitted by the board, for submission to the board.

7. A licensee which instructs a person to obtain two complete sets of fingerprints shall be responsible for nonpayment by such person of the fee charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for processing such fingerprints.

8. Upon receipt of an application for registration, a licensee shall mail or deliver it to the board within 5 business days as prescribed in NRS 463.335(5).

9. The application for registration is confidential and shall not be accessed or used for any purpose by a licensee.

10. A licensee shall immediately terminate a person it has employed or contracted with as a gaming employee, or reassign him to a position that does not require registration as a gaming employee, if the board notifies a licensee that the temporary registration or registration of the person it has employed as a gaming employee has been objected to by the board, or otherwise suspended or revoked.

11. On or before the fifteenth (15th) day of each month, each licensee shall submit a written report to the board containing the name, social security number, position held, and date of hire of each gaming employee hired during the previous month.

12. On or before the fifteenth (15th) day of the ensuing month after a calendar quarter, each licensee shall submit a written report to the board containing the name, social security number, position held, and date of termination or separation of all gaming employees terminated or separated from service within the preceding quarter.

13. Each licensee must maintain a photo of every gaming employee employed by the licensee. The licensee shall maintain the photo for a period of no less than 5 years after the date in which the gaming employee is no longer employed by the licensee as a gaming employee. The photo must be large enough and of sufficient clarity to be able to clearly identify the gaming employee from the photo. The photo may be in the form of a photograph or it may be digitally stored,

but it must be capable of being reproduced and provided at the request of the board.

14. Any violation of subsections 2 or 3 constitutes an unsuitable method of operation and shall be grounds for disciplinary action by the board and the commission in accordance with the Nevada Gaming Control Act and the regulations of the commission.

5.106 Change of employment notice.

1. Whenever a registered gaming employee becomes employed as a gaming employee with another or additional licensee, he shall file a change of employment notice with the board by submitting it to such licensee within 10 days, unless otherwise prescribed by the chairman.

2. A person is deemed temporarily registered as a gaming employee upon the filing of a change of employment notice in accordance with subsection 1 and such temporary registration is valid for a period of 120 days after the change of employment notice is received by the board, unless objected to by the board, or otherwise suspended or revoked.

3. The expiration date of a gaming employee's registration shall not change as a result of the filing of a change of employment notice.

5.107 System of records: contents; confidentiality; penalties.

1. The board shall create and maintain a system of records that:

(a) Contains information regarding the current place of employment of each person who is registered as a gaming employee; and

(b) Identifies each person whose registration as a gaming employee has expired, was objected to by the board, or was otherwise suspended or revoked.

2. The system of records may only be accessed by on-line Internet connection and only by those persons or entities authorized by the board.

FREQUENTLY ASKED QUESTIONS

Questions from the applicant:

- ☆ **How do I get a job in the gaming industry?**
 - Contact specific gaming properties for employment opportunities.
- ☆ **How old do I have to be to work in a gaming position?**
 - Generally speaking gaming employees must be 21 years of age. However, count room employees may be 18 years of age.
- ☆ **I'm an immigrant and do not have a social security card. Can I get a job in gaming?**
 - Yes. You must have a passport and/or visa allowing you to be employed in the United States and you must apply for a social security number.
- ☆ **Why do I have to be registered with the Gaming Control Board in order to work in the gaming industry?**
 - According to Nevada Revised Statute 463.335 and Gaming Regulation 5 employees of a gaming licensee (casino, slot route operator, manufacturer, distributor, etc.) employed in a gaming position, as defined in Nevada Revised Statute 463.0157, are required to register with the Gaming Control Board.
- ☆ **How do I register with the Gaming Control Board?**
 - You must be offered employment as a gaming employee with a licensee. You must have your fingerprints taken and submitted to the state criminal history repository and the FBI. The receipt for the fingerprinting agency to fill out will be provided by the licensee along with an application for registration and supporting documents to complete and return to the licensee for submission to the Gaming Control Board.
- ☆ **How much does it cost to register with the Gaming Control Board?**
 - It will cost you \$75 to register with the Gaming Control Board.
- ☆ **Does the \$75 include the cost for fingerprints?**
 - The \$75 includes the fees for processing fingerprints by the state repository and the FBI. It does not include the fees for having your fingerprints taken.
- ☆ **Are personal checks or cash accepted?**
 - No personal checks or cash will be accepted. Only cashier's checks or money orders payable to the Gaming Control Board will be accepted.

- ☆ **Where can I get my fingerprints taken? How much will it cost?**
 - Fingerprints may be taken by your local law enforcement agency or authorized business. The cost varies per agency/business. Contact the agency/business for exact fees.
- ☆ **I already possess a sheriff's card (work card). What happens if I lose my card?**
 - If you lose your card prior to January 1, 2004, you will have to get a new card (duplicate) from the licensing agency that issued your card originally.
- ☆ **Do applicants need to carry their registration cards?**
 - After January 1, 2004, there will no longer be a physical card for gaming employees to carry showing they are registered with the Gaming Control Board.
- ☆ **How often do I need to register?**
 - Gaming employees will need to register every 5 years.
- ☆ **I transferred from a gaming property in Las Vegas to a gaming property in Carson City. Do I need to register again?**
 - No. Registration is good statewide. You will need to submit a Change of Location/Additional Gaming Employment Notice to the Gaming Control Board within 10 days of hire.
- ☆ **Can I get copies of my work history?**
 - No.
- ☆ **What do I do if I change my name?**
 - File a Change of Location/Additional Gaming Employment Notice and check the box at the top for "Change of Name"
- ☆ **Can I work in the gaming industry if I am a convicted felon?**
 - Criminal history (arrests, citations, indictments, summons, etc.) and convictions are evaluated on a case-by-case basis to determine suitability to work in the gaming industry. Depending on the type of arrest, conviction, etc., and other determining factors, it is possible that a convicted felon may work in the gaming industry.

☆ **Does this program cover applicants who need work cards for serving liquor?**

- No. There may, however, be local or county ordinances requiring a non-gaming and/or TAM card.

Questions from the gaming industry:

☆ **Where do we get the forms for registering our employees?**

- Forms are available on the Gaming Control Board website.

☆ **How do we access the Gaming Control Board System of Records?**

- Individual licensees will be given access to the Gaming Control Board's system of records via a username and password account accessible via the Gaming Control Board website.

☆ **If a licensee is part of a corporation and an employee transfers to another property within that parent corporation will the employee need to register again?**

- The registration is property specific. The Gaming Control Board must know the exact property where the employee is working, unless employed at corporate headquarters. However, a Change of Employment Location/Additional Gaming Employment Notice is all that is required if the individual is currently registered with the Gaming Control Board.

☆ **Where does the registration packet get returned to if it is incomplete?**

- Incomplete registration packets will be returned to the applicant for completion. Notification will also be made to the licensee.

☆ **How long after the packet is sent back does the applicant have to return it to the Gaming Control Board?**

- A specific date will be indicated on the return letter/notice to the applicant.

☆ **Is the employee eligible to continue to work if the packet is returned as incomplete?**

- The applicant will be given an opportunity to complete the packet before having their registration suspended. When the packet is returned, the applicant will be given specific reasons why the packet is being returned and a date when the packet must be resubmitted in order to avoid possible suspension of registration.

- ☆ **How is the licensee to know if the packet has been accepted and the applicant granted a permanent registration?**
 - Unless, there is derogatory information, which would cause the Gaming Control Board to object to the registration of an applicant, no notification will be sent to the licensee.
- ☆ **Once the packet is completed and given to the licensee for mailing to the Gaming Control Board is the employee eligible to work?**
 - Yes.
- ☆ **Does a complete packet have to be completed for renewing a registration/card?**
 - Yes.
- ☆ **If an employee has a card showing an expiration date of 2008, will this change to the 2005 date mentioned in Regulation 5?**
 - The expiration date of 2005 is only for those individuals whose gaming cards do not show an expiration date.
- ☆ **How will licensees track expiration dates?**
 - It is up to the licensee to track expiration dates.
- ☆ **Will there be the ability to run a report to show registrations that will expire soon?**
 - No, not at this time.
- ☆ **When accessing the System of Records, will the applicant's expiration date show if the applicant is registered?**
 - If available, the expiration date will be provided.
- ☆ **How does the licensee handle legal aliens who don't have social security numbers?**
 - Applicants must have a social security number or a passport in order to work. Applicants must apply for a social security number and licensees must furnish that to the Board when it is received.
- ☆ **Does it matter which law enforcement agency the licensees send applicants to for fingerprinting?**
 - No. The Gaming Control Board does not have any preference to which agency the licensees send applicants to be fingerprinted. However, if the applicant chooses to use a private fingerprinting agency, the Nevada Central Repository must authorize the agency to submit fingerprints.

- ☆ **Does the licensee have to review the application packets before submitting them?**
 - No. Generally speaking the licensee may not review the application packet. However, if requested by the applicant, the licensee may assist with the application preparation. A checklist is also available from the handbook for the applicant's use to ensure the packet contains all necessary documentation. This form may be retained by the licensee for their records.
- ☆ **Should licensees tell applicants they could be denied due to something on the application?**
 - Licensees may advise the applicant what the regulations says about being denied. However, since the licensee should not be reviewing the application for criminal history, the licensee should not try to make a decision based on what the applicant says.
- ☆ **Do we need to register consultants who work on gaming systems?**
 - If consultants have been required to hold a gaming card in the past, they will need to be registered.
- ☆ **Can there be more than one person at a licensee with access to the Gaming Registration system?**
 - Yes. At this time, there can be no more than three people at one property.
- ☆ **When an applicant's registration expires do they have to fill out the application packet again?**
 - Yes. A complete registration packet will need to be submitted every five years.
- ☆ **Can licensees process fingerprints?**
 - Not at this time. Only law enforcement agencies or approved private companies may process fingerprints.
- ☆ **How long will licensees have to keep applicants' records?**
 - Five years from the date of termination.

Questions for Law Enforcement Agencies

- ☆ **What does the law enforcement agency do if they don't process fingerprints electronically?**
 - Fingerprint cards must be submitted to the Gaming Control Board to submit to the Nevada Central Repository for processing.
- ☆ **How will the Gaming Control Board handle illegible or unclassifiable prints?**
 - A letter will be sent to the licensee and the applicant stating the fingerprints have been rejected because they were illegible. The applicant must have prints retaken and submitted to the Nevada Central Repository and FBI.
 - Prints that are returned as unclassifiable will be noted in the applicant's record and the applicant will be reprinted upon the expiration of his/her registration.
- ☆ **How does the law enforcement agency or authorized fingerprinting business handle people whose fingerprints are worn down making it difficult to obtain a good set of fingerprints?**
 - An attempt should be made to fingerprint the individual. The Gaming Control Board will handle the response if the prints are rejected.
- ☆ **Who will be notified when prints are rejected?**
 - The applicant and the licensee will be notified.
- ☆ **Will this program repeal other city and county gaming regulations?**
 - No.
- ☆ **Will law enforcement agencies have access to the system for criminal investigation purposes?**
 - Yes. However, the automated system of records will not be available until a later date.
- ☆ **Do law enforcement agencies need to keep worker registration files or only take fingerprints?**
 - Only take fingerprints.